



City of Sierra Madre Agenda Report

Community Services Commission

Meredith Keith, Chair
Debbie Sheridan, Vice Chair
Pat Alcorn, Commissioner
Jose "Andy" Bencosme, Commissioner
Darlene Mathieson, Commissioner
Tom Sullivan, Commissioner
George Siberell, Youth Commissioner

TO: Community Services Commission

FROM: Dani Cullens, Community Services Manager

DATE: October 29, 2015

SUBJECT: **Program and Public Parks & Recreation Centers Use Policy**

SUMMARY

Attached for the Community Services Commission review and approval is the *Program Policy* and *Public Parks and Recreation Centers Use Policy* with recommended revisions per staff.

ANALYSIS

In July 2012, staff presented to the City Council the first revision of the department policies for programs and facilities. The Program Policy includes purpose, recreation programs, special events, partnered programs and refund policy. The Public Parks and Recreation Centers Use Policy includes rental categories, conditions of use for facilities and parks.

The most notable changes in revision 003 include:

- Addition of a Vehicle Access Permit for any vehicles requesting access Sierra Vista and Memorial Park for loading and unloading purposes only
- Bounce House size restriction to 10 x 10
- Bounce House restricted to within 25 feet of reserved picnic area
- Organizations are allowed one Continual Use Agreement per year for a maximum use of once per week, across all facilities.

FINANCIAL REVIEW

There are no direct financial impacts in adopting either the Program Policy or the Public Parks and Recreation Centers Use Policy.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at City Hall and online at www.cityofsierramadre.com.

ALTERNATIVES

1. The Community Services Commission may adopt the revised Program and Public Parks & Recreation Centers Use Policy
2. The Community Services Commission may adopt the revised Program Policy and deny the revised Public Parks & Recreation Centers Use Policy
3. The Community Services Commission may adopt the revised Public Parks & Recreation Centers Use Policy and deny the revised Program Policy.
4. The Community Services Commission may deny the revised Program and Public Parks & Recreation Centers Use Policy
5. The Community Services Commission may request additional information from staff on the aforementioned items.

STAFF RECOMMENDATION

Staff recommends that the Community Services Commission adopt the revised Program and Public Parks & Recreation Centers Use Policy.

Attachments (1):

1. Program Policy
2. Public Parks & Recreation Centers Use Policy
3. Vehicle Access Permit

City of Sierra Madre

Program Policy
1.0

DATE: ~~July~~ October 21, 2015

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

It is the goal of the Sierra Madre Community Services Department to provide quality programs and services to the Sierra Madre Community. Program decisions are made based on registrations and anticipated revenues to cover program costs.

II. RECREATION PROGRAMS

~~Aquatics Programs: The City of Sierra Madre has a lease agreement with Waterworks Aquatics for the Sierra Madre Aquatic Center from June 9, 2012 October 1, 2014 through September 30, 2014 2017. Waterworks Aquatics offers lap swimming, swimming lessons, summer swim team, public swim and other aquatics programs.~~

~~Adult Softball: Adults can sign up individually or with a team to play in a co-ed softball league during the summer months.~~

Community Gardens: The City offers garden plots in Memorial Park for rent by the community. Plots are maintained by the renter, who grows anything from vegetables to flowers.

Community Excursions: Throughout the year the Community Services Department hosts several field trips for the community. These include Whale Watching, Pageant of the Masters and local attractions.

Senior Programs: The City offers a variety of excursions, exercise and special interest programs for seniors, as well as a daily lunch café and a meals on wheels program.

Special Interest Classes: The Community Services Department in cooperation with contract instructors provides variety of classes and programs for the community. These programs include: ~~dance, karate, arts and crafts, aerobics,~~ tennis, tai chi, yoga, ~~belly dancing,~~ and ~~soccer gymnastics~~. As of July 1, 2012, contract recreation class split is 65% (Instructor) and 35% (City). Off-site facilities recreation class split is 80% (Instructor) and 20% (City).

There are other various and assorted programs introduced throughout the year sponsored by the department, community groups and organizations.

III. PARTNERED PROGRAMS

Aquatics Programs: [The City of Sierra Madre has a lease agreement with Waterworks Aquatics for the Sierra Madre Aquatic Center from October 1, 2014 through September 30, 2017. Waterworks Aquatics offers lap swimming, swimming lessons, summer swim team, public swim and other aquatics programs.](#)

Youth Ball: Through three volunteer groups, Sierra Madre Little League, Sierra Madre Pony League, Sierra Madre Girls Softball Association, the community children are provided with organized ball programs.

Youth Soccer: Through AYSO Region 2, the community children are provided with organized soccer programs.

YMCA Programs: The Pasadena YMCA offers supervised child care for Kindergarten to 10 years old for after school and school vacations. Program includes age-appropriate activities such as games, sports, trips, arts and crafts, movies and study club. In addition, the YMCA offers a Teen Leadership Club in the Youth Activity Center, [Healthy Lifestyle Classes, and Enrichment Classes and Adult Softball.](#)

There are other various and assorted programs introduced throughout the year sponsored by the department, community groups and organizations.

IV. SPECIAL EVENTS/~~COSPONSORED CITY EVENTS~~

Concerts in the Park: The Community Services Department and local organizations sponsor concerts during the summer. Typically, the series begins the Sunday following the 4th of July to the end of August, providing a variety of entertainment in Memorial Park. Concerts are sponsored by different community groups or businesses and food/drink booths are provided, but most people tend to picnic.

Fourth of July: Sponsored by the Community Services Department, a volunteer 4th of July Committee coordinates activities, varying from 1-3 days, to celebrate Independence Day. This committee meets yearly and anyone can volunteer to help. Activities include the pre-party in Memorial Park with food booths, beer garden and

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dancing; 4th of July Parade, post-parade festivities; food booths, dancing, beer garden, games, and a general community celebration.

Halloween Happenings: Sponsored by the Community Services Department, Kiwanis and Civic Club, safe activities are provided for community youth during Halloween. Events include painting the windows of businesses downtown and a costume parade and contest. A special committee is formed annually with representatives from all participating organizations.

Huck Finn: Every Spring the Community Services Department in cooperation with the Civic Club, Kiwanis and the Volunteer Fire Fighters Association, sponsor a fishing tournament in the City's settling basins. This event includes an annual campout. Campsites must be reserved in advance. Sites are filled on a first-come first-serve basis.

Movie Nights: Bring your blankets and chairs to [Memorial Park Bandshell](#)~~Kersting Court~~ for a family fun movie in the park. Movies are generally offered in the ~~summer~~[spring](#) depending on sponsorship.

Mt. Wilson Trail Race: Every Memorial Day Weekend, the City of Sierra Madre and volunteer Trail Race Committee hosts the 2nd oldest trail race in California. The race is most unique, in that participants race an 8.6 mile course on a rough mountain terrain. Funds for the event are sponsored by the City, but off-set through revenue collected for race registration and sponsorships. The race is open to participants in all age categories. On race day additional assistance is provide by Sierra Madre Search and Rescue, the Sierra Madre Fire Department, Civic Club and several local scout troops. Activities include a kids run and art show, beer garden, , community and sponsor booths, souvenirs, music, and much more.

Oktoberfest Golf & Tennis Tournament:

~~The Community Services Department plans a fun morning of golf and tennis followed by an Oktoberfest lunch reception. Funds raised at this event go towards the Youth programs at the Youth Activity Center.~~

There are other various and assorted special events throughout the year sponsored by the department, community groups and organizations.

V. SPECIAL INTEREST CLASSES

All special interest classes must have a minimum enrollment of 6 (six) participants per class, unless otherwise stated. For special interest classes offered at an off-site facility, no minimum requirement is needed, unless otherwise stated.

VI. FEE STRUCTURE

Fees are set consistent with the City Council's adopted policy.

VII. REFUND POLICY

Cancellations must be received by the Community Services Department in writing for the participant.

1. **Cancellation By City:** Full refunds will be issued for any program or excursion/trip cancelled by the City in the form of a credit to the patron's account with the Department, or a refund by check upon the submission of a written request to the Manager of the Department. The written request must be made within 10 days of the date of the cancelled program or event. Credits will remain on the account of the patron for one year after the date issued, and may be used for any program or service offered by the Department.
2. **Cancellation By Patron:** Notification of the cancellation must be made at least three (3) days before the commencement of the program. A refund will be issued, less a cancellation fee, in the form of a credit to the patron's account. The credit will remain on the patron's account for one year from the date issued and the credit may be used for any program or service offered by the Department.
 - a. There will be no make-ups or refunds for missed classes. The Department will not prorate class registration fees for patrons who register after the first day of class.
 - b. Refunds, in the form of credit, will not be issued for any excursion/trip, except for a medical excuse, unless the Department is able to fill the patron's spot from a waiting list.
3. **Medically Excused Absences:** A full refund for days missed, less a cancellation fee, will be issued for any program or excursion/trip which a patron cannot attend for medical reasons, provided a doctor's note is provided to the Manager of the Department. The refund will be in the form of a credit to the patron's account good for one year from the date of cancellation or a refund by check upon the submission of a written request to the Manager of the Department. The written request must be made within 10 days of the date of the event which the patron could not attend for medical reasons.

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Cancellations must be received by the Community Services Department in writing from the participant in one of the following ways:

- a. Scan and email to communityservices@cityofsierramadre.com
- ~~b. Fax to 626-836-6656~~
- ~~c. Hand-delivery or mail to Community Services Department, 611 E. Sierra Madre Blvd.~~
- d. ~~Mail to the~~ Community Services Department 232 W, Sierra Madre Blvd., Sierra Madre, CA 91024.

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DATE: ~~May~~ October 21, 2012 ~~2015~~

City of Sierra Madre

REVISION NO.: ~~002~~ 003

APPROVED: _____

DEPARTMENT:
Community Services

I. **PURPOSE**

Public parks and recreation centers within the City of Sierra Madre are available for community use. It is the City of Sierra Madre's desire that all public parks, recreation centers, pool, courts, fields, areas, or other public places owned or operated by the City be available for community use. This policy has been set in place to achieve that goal.

II. **RENTAL CATEGORIES**

| | |
|--|---|
| Reserved use of public parks and recreation centers shall be authorized in accordance with the following priorities: | |
| City Sponsored (Category I) | City-sponsored activities shall receive the highest priority. Typical activities include general recreation, pool, youth, seniors and special events programs. |
| Pasadena Unified School District (Category II) | In accordance with the Joint Use Agreement between the City and the Pasadena Unified School District. |
| Local Organization/Local Nonprofit (Category III) | "Local organization" means an organization which has conducted at least bimonthly meetings or activities within the city for a period of at least one year prior to the date of application, and which has a permanent address or status within the City. "Nonprofit organization" means an organization organized or incorporated for educational, civic, charitable, religious or cultural purposes, having a bona fide membership, when proceeds, if any, arising from its activities are used for the purposes of such organization and may not be used for the individual benefit of the membership of such organization. Non-profit groups are required to submit form with State of California Non-profit Tax ID number. |
| Private Group/Individuals (Category IV) | Private groups and individuals. The applicant (a single contact who will serve as the designated representative for the group) is responsible for signing all rental documents and paying all fees. |

III. CONDITIONS OF USE - RESERVATIONS

1. Reservations may be made at ~~the Community Recreation Center, 611 E. City Hall, 232 W. Sierra Madre Blvd,~~ or the Hart Park House Senior Center, 222 W. Sierra Madre Blvd. Sierra Madre, California 91024, (626) 355-~~52787135~~, Monday through Thursday ~~and alternate Fridays~~. Additionally, reservations may be requested online at www.cityofsierramadre.com/onlineregistration.
2. Permits shall be issued only to responsible adults, aged 21 years or older, who must comply with all City policies and regulations contained herein and the Sierra Madre Municipal Code. Such person is responsible for payment of all applicable charges and deposits and must be present at the function for which use is authorized.
3. Applications should be submitted at least ten (10) working days prior to the scheduled activity and will be accepted up to 12 months in advance of the date. It is recommended that applications be submitted at the earliest possible date to best ensure facility availability. Reservations will be made in accordance with the priorities established in Section II Rental Categories. Applicant shall provide the City of Sierra Madre with a single contact who is to serve as the representative for the scheduled and approved use of activities. This contact must be at the event and stay the entire time. This is the only person who may request changes to the reservation.
4. Applicant shall be responsible for securing all required permits and licenses. Depending on the type of use, fees and/or deposits may be necessary for payment to the Sierra Madre Police Department, Business License Department, Health Department, State Alcohol Beverage Control Office, Franchise Tax Board, etc.
5. Upon submittal of application, arrangements for opening and closing facilities are to be made with the Community Services Department. Special requests must be described in application request for staff to review.
6. Compensation of a Facility Attendant is the responsibility of the renter at an hourly rate. The Facility Attendant will be assigned to open, close and monitor the facility and activity. The attendant will determine if the use is consistent with the activity identified in the application and ensure the facility is cleaned at the conclusion of the activity.
7. Volunteer Facility Attendant – The program has been developed to provide local organizations / nonprofit groups a cost effect alternative in lieu of paying for a Facility Attendant when utilizing City facilities during non-business hours ~~(please see the_ Volunteer Facility Attendant Policy for more information).~~ Attendant's must attend one training per year to be eligible.

8. A refundable security deposit is required with the completed application for use of Sierra Madre Room, Youth Activity Center and Hart Park House/Senior Center. Upon receipt, the facility will be reserved for the applicant pending its availability. The deposit will be returned if the facility is left in a condition similar to its condition before the activity. The applicant may expect the returned deposit, or an appropriate portion thereof, within twenty-one (21) working days after the scheduled event. However, if a facility user does not abide by the policies set forth in the rental agreement the security deposit fee will **NOT** be refunded. Should repairs to the facility be necessary that exceed the funds deposited, the City will hold the applicant financially responsible for such repairs.

9. Facility use requiring department staff will not be reserved on Holidays observed by the City of Sierra Madre, unless otherwise stated:

| | | |
|------------------------|----------------------|----------------|
| Martin Luther King Jr. | Labor Day Weekend | Christmas Eve |
| Presidents Weekend | Columbus Day | Christmas |
| Easter Weekend | Halloween | New Year's Eve |
| Memorial Day Weekend | Veteran's Day | New Year's Day |
| Fourth of July | Thanksgiving Weekend | |

10. Facilities are provided "as is," with limited support items. Preview of the facility is encouraged before application is submitted to ensure facilities meet applicant's needs.

11. Incomplete applications (including those missing the required backup materials) will not be accepted. The applicant is responsible for meeting the 10-day deadline. Reservation times requested on the application must include the entire time needed to prepare, decorate, set-up before the event and completely clean up after the event.

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12. An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities.

13. Reservations for use of public facilities shall be granted at the discretion of City Staff, in accordance with the terms and conditions set forth in this policy. Applications are subject to appeal to the Community Services Commission, [Sierra Madre Municipal Code \(SMMC\) 12.24.120 - Appeals](#).

IV. FACILITY USE PERMIT FEE PROCEDURES

1. Payment of Fees: Reservations must be paid in full ten (10) working days before event to secure the reservation. Payment may be made by cash, check or credit cards. Refer to the Community Services Department Fee Schedule for exact costs. The- Community Services Manager and/or designee retain the discretion

to waive deposits but cannot waive facility fees or staff fees. All fees are subject to change per City Council Resolution.

2. **Responsibility:** Permits shall be issued only to responsible adults, aged 21 years or older, who must ensure compliance with all City policies and regulations contained herein and in the Sierra Madre Municipal Code. Such person is responsible for payment of all applicable charges and deposits and must be present at the function for which use is authorized. This individual will be responsible for the conduct of their guests and employees (bands, caterers, etc.). Sierra Madre Business Licenses are required for all caterers, sub-contractors, or service providers for approved use of City facilities and parks. Licenses may be obtained at City Hall.

3. **Cancellations & Refunds:**

~~Notices of cancellations and requests for a refund~~ **Cancellations must** be received ~~by the Community Services Department~~ in writing from the applicant and/or event contact. ~~Notices of cancellations and requests for refunds must be made by one of the following methods~~ **Submit written requests by:**

- a. Scan and email to ~~communityservices@cityofsierramadre.com~~ **communityservices@cityofsierramadre.com**
- ~~b. Fax to 626-836-6656~~
- ~~c. Hand-delivery to Community Services Department: 611 E. City Hall: 232 W, Sierra Madre Blvd.~~
- ~~d. Mail to Community Services Department 232 W, Sierra Madre Blvd., Sierra Madre, CA 91024.~~

Field Code Changed

Facility Cancellations: 15% of the deposit, if no deposit, then fees, will be retained by City if applicant cancels 30 or more days prior to the event. If event is canceled within 30 days of event, 50% of the deposit, if no deposit, then fees, will be retained.

Facility Refunds: All refund requests require the approval of the Community Services Manager and/or designee, and take approximately 4 to 6 weeks to ~~process by check~~ be processed and mailed to the applicant on the rental.

Park Rentals: Refunds are issued only as "Credit On Account". ~~No cash refunds. A cancellation due to when the event is cancelled as~~ a result of the weather (as determined by Community Services Department staff) ~~qualifies for applicant for a refund issued only as "Credit On Account" for a refund or selection of an alternate date.~~ Applicants must contact the Community Services Department within the following one week ~~to be eligible to receive a "Credit On Account".~~

The "Credit On Account" will be available for use up to one year from the original date of reservation.

4. Fee Waivers:

It is the policy of the City of Sierra Madre to set the fees for the use of its facilities at levels which encourage their use by the public. ~~User~~ fees are generally intended to cover the cost ~~to incurred by the City of the use of the city for a facility by the public reservation and is~~ consistent with the City Council's adopted policy, ~~and accordingly, waiver of such regarding facility rental fees.~~ Fee waivers are limited to the following categories:

- a) Fundraisers to Benefit City Entities or Services: Any event which has as its sole purpose the raising of funds for the City or a City department or service, shall be ~~entitled to~~ considered for a full fee waiver.
- b) Civic Support Entities: The City recognizes that there are certain organizations which have as their sole purpose to benefit a particular City department or service ("Civic Support Entities"). Any event put on by any Civic Support Entity that is in support of the entity's organization goal shall be ~~entitled to~~ considered for a full fee waiver.

Whether an organization or event qualifies for a fee waiver under one or more categories shall be determined by the Community Services Commission. ~~Any. The request for a fee waiver,~~ must be received two weeks prior to ~~at~~ the commission meeting to be added to the agenda for review.

V. PUBLIC RECREATION CENTERS

1. All general rules in Conditions of Use - Reservations (Section III) are applicable.
2. The applicant is responsible for all set-up and clean-up. Necessary clean-up not performed by user will be conducted by the City and applicable costs will be assessed to the user's deposit.
3. All use is restricted to the day of rental. A facility will not be available for set-up the day before or clean-up the day after use without additional fees.
4. To set-up on the day prior to the main event or activity, the responsible group or person will be responsible for payment of an insurance premium or provide:
 - a) A certificate of insurance for general liability naming the City of Sierra Madre as an additional insured from a California admitted insured carrier with an AMBest financial rating of A8 or better in the amount of \$1,000,000.
 - b) 50% of the rental fee charged for the main event, and

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- c) An hourly fee for city personnel to act as a building supervisor.
5. A City emergency medical technician (E.M.T) is required on site for groups exceeding 200 persons, at a minimum of four hours of service. Compensation of an E.M.T. is the responsibility of the renter at a rate per hour and in addition to applicable fees. However, should a non-profit group/organization have qualified personnel ~~such as an~~(i.e. E.M.T., paramedic, or registered nurse ~~and submit in writing) willing to assisting the group assist~~ during the event ~~with a first aid station~~, this requirement will be waived. The ~~non-profit/organization volunteer~~ must submit ~~in a letter the names of the qualified personnel with a copy of to~~ the Community Services Manager stating they are willing to assist the group during their current certifications attached event as well as set up a first aid station.
 6. Children attending event must be supervised at all times.
 7. User must comply with instructions ~~of given by~~ City employee(s) on duty or risk immediate eviction from public premises. All noise, music amplification, etc. must be kept at a reasonable sound level as ~~determined by security or the staff person on duty pursuant to S.M.M.C. Section 9.32.050.~~ The City and/or department staff member may cancel a function at any time if persons involved in the function are not conducting themselves in a lawful manner and/or are causing damage to City property. The authorized applicant is responsible for the supervision and actions of those in attendance pursuant to S.M.M.C. Sections 12.24.010 through 12.24.120.
 8. In the event that additional assistance is required to "close down" the facility and terminate the activity, the applicant will be held financially responsible per S.M.M.C Sections 9.52.010 through 9.52.080.
 9. To ensure full refund of deposit, clean-up of facilities and the storage of tables and chairs must take place immediately following the scheduled event. The facility must be left in a clean and orderly condition. Damage must be reported to the person on duty immediately.
 10. Music must be discontinued promptly by 11:30 p.m. for indoor activity and by 8:00 p.m. for outdoor activity. All doors to the room must be closed while music is playing.
 11. All noise and amplification must be kept to a reasonable sound level as stated in the ~~Sierra Madre Municipal Code~~S.M.M.C. Sections 9.32.050 and 9.32.100. Reasonable sound level is defined as not to disturb the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable

level as dictated by staff based upon S.M.M.C., the event will be terminated immediately.

12. Guests are required to leave by 12:00 a.m. Clean-up may continue until 1:00 a.m.
13. Limited tables and chairs may be available at some site locations for an additional fee. The applicant is responsible for supplying tables, chairs or other equipment as needed and approved. Center facilities are equipped with warming kitchens. No dishes, services, or cooking utensils are available. ~~The Recreation Coordinator~~The Community Services Manager and/or designee shall approve the delivery and pick-up arrangements and use of all rented equipment.
14. Some locations may have A/V equipment. Use of this equipment may require an additional deposit and fee.
15. Clean-up is the patron's responsibility. This includes wiping off table tops, ensuring chairs are clean; removing all trash from floors; wiping off all counter-tops and kitchen equipment, removal of all supplies/food, and ensuring all property/equipment is undamaged. Restrooms must be checked for running water, papers, etc. If clean-up is not accomplished at acceptable standards or damages occur, the deposit will be forfeited. Staff supervising the permit will walk through the facility with the applicant at the permit conclusion to ensure the facility is in proper condition.
16. The City is not responsible for any lost or stolen articles.
17. No City equipment or furnishings shall be removed from the premises without the prior authorization of the -Community Services Manager and/or designee.
18. Decorations must be approved prior to installation and must be removed immediately after the event. All decorations must be of a flameproof material. No nails, tacks, or other materials considered harmful or defacing to building is permitted. **Tape may not be used on floor, windows, mirrors or ceiling panels.** No open flames or candles permitted, unless otherwise approved by the Community Services Manager and/or designee.
19. The City may require security personnel at applicant's expense at functions where deemed necessary or in the best interest of the City, including but not limited to:
 - a) Events where alcohol is served
 - b) Indoor events with attendance of 200+

c) Outdoor events with attendance of 100+

d) Events with an attendance of 100+ youth

20. The applicant is held responsible for proper and ethical conduct during use of facility.
21. All admission fees require City approval. Additional permits or licenses may be required. Donation requests for activities open to the public must allow participants to contribute any amount desired, if any.
22. Only teen dances sponsored or co-sponsored by a local school or the Community Services Department shall be permitted.
23. Smoking is not permitted in City facilities or in City parks.
24. Outside congregations are restricted to designated patio areas. Loitering is prohibited in the parking lots and entrance areas.
25. Reasonable accommodations will be provided for users in accordance to the Americans with Disabilities Act.
26. Floors must be protected from liquid or heavy equipment (bars, bands, D.J. set-ups, etc.).
27. All trash must be deposited in the bins located outside of the building. Renter must bring their own 35 gallon capacity trash liners and secure such liners when full. Recycling is strongly encouraged.
28. All exterior doors must remain closed when using the air conditioner, heater or playing amplified music.

VI. PUBLIC PARKS

1. All general rules in Conditions of Use - Reservations (Section III) are applicable.
2. Reservations for outdoor areas require a completed application and submittal of applicable fees. No deposit is required, unless otherwise stated. Park users should leave facilities in condition similar to that in which they were found. Without a park permit, use is based on a first-come, first served basis.
3. All outdoor events selling food must report to the County of Los Angeles Department of Health Services. A temporary food facility permit may be required. ~~Information may be obtained at the District Office.~~

4. Parks are not equipped with outdoor BBQs but portable propane or charcoal BBQs may be used, with reasonable caution, in public parks. If charcoal is used, all coals must be disposed of at home and not left in the park or dumped in public trash containers.
5. No objects or decorations are to be nailed or stapled to the pavilions.
6. ~~Signs posted~~Posting signs in City Parks ~~advertising the event for day of events~~ must be approved during the application process, ~~and can only be posted the day of the event.~~ Signage must be directed to the participants in the reserved area and not to street ~~traffic~~travel. Signs ~~maybe posted~~may be approved for posting at the beginning of the reservation and must be removed at the end of the reservation. All signs must be in compliance with the SMCC Chapter 17.72 – SIGNS.
7. Motorized vehicles ~~are only permitted on the grounds with prior approval from the Community Services and Public Works Departments~~must have Vehicle Access Permit to load and unload equipment on park grounds.
8. Alcoholic beverages are prohibited in City Parks.
9. All trash must be placed in trash receptacles upon conclusion of activity.

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VII. ADDITIONAL CONSIDERATIONS

1. Indemnification and Insurance

- a) Based on the type of the event, the City of Sierra Madre reserves the right to require any group to provide liability insurance.
- b) Applicant shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's use or occupancy of the City's facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence for groups with outdoor events consisting of 100 or more people.
- c) Applicant shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

- d) For events requiring liability coverage insurance applicant must provide a copy of the Certificate of Insurance and a separate endorsement page, naming the City of Sierra Madre as additionally insured. The Certificate of Insurance must also specify a 30-day written notice of cancellation will be forwarded to the City.
- e) If a copy of the insurance certificate is not on file (10) working days prior to the event, the City may deny access to the Facility.
- f) Applicant shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Applicant's use or occupancy of the City's facilities and adjoining property to the Community Services Department ~~Office, 611 E 232 W~~, Sierra Madre Blvd., Sierra Madre, CA 91024, in writing and as soon as practicable.
- g) Applicant waives any right of recovery against the City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation by any public authority, and other causes beyond the their control. Applicant shall not attempt to charge the consequences of "acts of God" to the City its officers, employees, or agents.
- h) Applicant waives any right of recovery against the City, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Applicant's use or occupancy of the Facility and adjoining property, even if the City, its officers, employees, or agents seek recovery against Applicant.

2. Use of Bounce Houses and Other Inflatable Attractions

- a) As per Ordinance No. 1191 and S.M.M.C. Section 12.24.100 bounce houses and/or other inflatable attractions are restricted to use in Memorial and Sierra Vista Park by permit only.
- b) Use of these attractions requires a Facility Rental Permit as well as the submittal of a certificate of insurance for general liability naming the City of Sierra Madre as an additional insured from a California admitted insured carrier with an AMBest financial rating of A-VII or better in the amount of \$1,000,000.
- c) Bounce houses are restricted to a 10x10 size unless otherwise permitted by the Community Services Department.
- e)d) Use of a bounce house at Memorial Park and Sierra Vista Park requires a reservation of a picnic area. Bounce house must be within 25 feet of reserved picnic area.

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d)e) Personal/private bounce inflatables and water slides are prohibited.

e)f) Bounce house users are responsible for providing a generator for inflation of the bounce house and must supervise use. Generator noise must adhere to S.M.M.C. Section 9.32.050 and 9.32.100. Electrical outlets may not be used.

3. Alcoholic Beverages - Sierra Madre Municipal Code (S.M.M.C.12.24.070)

A City alcohol permit is required for any event serving alcohol. All Alcohol Permit policies must be abided by the facility user.

a) Alcohol is only permitted in the Sierra Madre Room and Hart Park House with the City's prior approval.

b) Alcohol is not permitted for any function or celebration primarily designed for a person under the age of 21 years.

c) Alcohol is also not permitted for any park function or pool rental, without the express approval of the Community Services Commission, City Manager and Police Chief.

d) Alcohol is restricted to indoor or patio areas of centers.

e) No one under the age of 21 is permitted to consume alcoholic beverages. The Sierra Madre Police Department will actively enforce this provision.

f) If approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control (A.B.C.). All events serving alcohol will require a City permit available through the Community Services ~~Office~~Department. An additional permit is required to sell alcoholic beverages and may be obtained at the A.B.C. Office: State of California Alcoholic Beverage Control Department.

g) Alcoholic beverages shall only be sold by a person possessing a current, valid license from A.B.C.

h) Security is required for events at which alcohol is served. One (1) certified security officer is required per every 100 guests or fraction thereof. Compensation of the officer is the responsibility of the renter.

4. Smoking Regulations: Smoking is prohibited at all City facilities and parks.

Pursuant to Section 104495 of the California Health and Safety Code; smoking is prohibited in public parks.

VIII. MEMORIAL PARK BANDSHELL

1. All general rules in Conditions of Use - Reservations (Section III) are applicable.
2. Parking shall be in authorized marked areas in adjacent parking lots and on-street parking as posted. The driveway near the band shell may be used for loading and unloading of equipment with Vehicle Permit Access only. No cars or motorbikes shall be permitted on the park at any other time. No exceptions.
3. The Memorial Park band shell may only be used for amplified concerts if they are City-sponsored or City-organized events.
4. Loud speakers and/or amplified sound equipment must be used reasonably and be compatible with residential neighborhoods. Request from City staff on duty to reduce volume must be honored. Failure to reduce volume of noise or sound which has been determined to be offensive by City staff will necessitate electrical power being turned off.
5. Advertising of the event shall be the local area only and geared toward Sierra Madre residents.
6. No concerts or assemblies shall be permitted between the hours of 8:30 p.m. and 10:00 a.m. of the following day, unless otherwise permitted by the Community Services Commission or the City Council.
7. Conduct among participants or spectators which violate the Sierra Madre Municipal Code (S.M.M.C.) will cause the event to be closed. Activities requiring unusual or excessive law enforcement assistance or any additional sanitary facilities will be at the applicant's expense.

IX. BAILEY CANYON

1. All general rules in Conditions of Use - Reservations (Section III) are applicable.
2. Bailey Canyon Park is open seven days a week from dawn to dusk. Exceptions:
 - a) Bailey Canyon will be closed on the 4th of July and any additional days as determined necessary. Closure may be determined by the Fire Department, Police, Public Works or Community Services staff in order to assure public safety.
 - b) Persons participating in organized and supervised recreational activities may use the park before or beyond the hours as designated above, provided a reservation permit has been issued by the Community ~~and Personnel~~ Services Department.

3. Maximum Number of People – 75. Reservations will not be made or may be revoked for parties greater than 75 people.
4. Overnight camping is limited to organized youth groups ONLY who have secured prior approval from the Community ~~& Personnel~~ Services Department. Youth group overnights must be supervised at a ratio of one adult per every ten children. The individual in charge of supervising the group must be at least 21 years of age.
 - a) Reservations must be made no less than two weeks prior to requested dates.
 - b) Must obtain a fire ring permit from the Sierra Madre Fire Department / Prevention Bureau (additional fee may be waived for non-profit).
 - c) Sierra Madre Police Department locks and unlocks the park.
 - d) Persons in charge of organized groups should have an attendance roster with them at all times so that an immediate check can be made if evacuation of Bailey Canyon becomes necessary.
 - e) Groups must provide all their own supplies, such as cooking utensils, pots, charcoal, bedding, etc.
 - f) Groups using the park facilities are responsible for cleaning the area, to the satisfaction of the Community Services and Public Works Departments.
 - g) Insurance is mandatory with all rentals; a general liability insurance policy of one million dollars naming the City of Sierra Madre as additionally insured. If you do not have your own insurance, a third party general liability insurance may be available through the City's Special Event Liability Insurance Program.
 - h) Bailey Canyon Park is located in the midst of a residential area and the "quiet hours" from 10:00 p.m. to 6:00 a.m. must be strictly observed and will be enforced.
 - i) In lieu of a fee for using the park for overnight camping, organized youth groups may present for approval to the Community Services Commission (meets the 3rd Monday of each month at 6:30 p.m. in the City Hall Council Chambers), at the time of request for use, a proposed project or activity benefiting Bailey Canyon Park. Examples of projects include picking up trash in the nature center, clearing the walking trail, plantings, clearing weeds or brush.

5. Fire Ring & Bailey Canyon Fire Ring:

- a) Organized group use only.
- b) Reservations should be made no less than two weeks prior to requested dates.
- c) Must obtain a fire ring permit from the Sierra Madre Fire Department / Prevention Bureau (additional fee may be waived for non-profit).
- d) Fire permit will be issued for the use of the Bailey Canyon Fire Ring under the conditions set forth in the 1994 Uniform Fire Code, Section 1102.4.
 - Must have Community Services Department approval prior to permit being issued.
 - Contact the Sierra Madre Police Department at (626) 355-1414 on the day of the event to inform them of the issued permit.
 - Remove all combustible materials within 25' of the fire ring.
 - A garden hose and a shovel shall be placed next to the fire ring when in use.
 - An attendant knowledgeable in the use of fire extinguishing equipment listed above shall supervise the fire from ignition to extinguishment.
 - The Fire Prevention Bureau is authorized to require that recreational fires be discontinued if the fire is determined to constitute a hazardous condition and/or one of the following conditions exists, regardless of a permit.
 - "Burn Index" exceeds 180
 - Predicted Santa Ana Winds
 - Brush Fire Activity in the local area
 - Arson activity in the local area

X. CONTINUAL USE AGREEMENTS

1. Community groups using City facilities to meet regularly are required to submit an application for continual use to the Community & Services Department by the 1st week of December each year. All applications ~~for the next calendar year~~ will be reviewed by the Community Services Commission at the December meeting to review for the next calendar year. Any organization that does not reapply annually will forfeit the facility space previously reserved.
2. It is the responsibility of all user groups to maintain the condition of respective facilities. Abuse of City facilities will be noted for review on further use of City property. Continual users will be financially responsible for replacement or repairs of damages caused by their respective activities.
3. There is an annual fee for all community continual users. This will assure that the facilities will be left in the best possible condition while still assuring community access to public facilities. This fee is due to the City upon application for continual use. Special events or uses ~~are do~~ not ~~covered~~ qualify under ~~The Continual Use~~ the Continual Use Agreement ~~and~~.
4. The City reserves the right to use any City facility as deemed necessary for City sponsored events or emergencies.
5. Storage is not available under the continual use agreement.
6. Organizations may require additional approvals and/or fees only apply for one continual use agreement for use at one facility, ~~once a week.~~

~~3.~~ [REDACTED]

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XI. YOUTH ACTIVITY CENTER

1. All general rules in Conditions of Use – Reservations (Section III) are applicable.
2. All activities must cease by 11:00 p.m. Facility must be cleaned and vacated by 12:00 midnight. The use of this facility is limited to City sponsored, co-sponsored and PUSD joint-use activities oriented towards youth ages 11 to 18 years of age. Persons requesting use of the facility must ensure in writing that their use is compatible with this policy.
3. Tech/Computer Room is not available for rent.
4. No nails, tacks or other materials considered harmful or defacing to the building are permitted.

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5. Alcohol is prohibited. No alcoholic beverages are allowed at the Sierra Madre Youth Activity Center.

XII. AQUATIC CENTER – ALL RESERVATIONS THROUGH ~~CITY'S CURRENT LEASE PROVIDER~~ FROM MAY 1, 2012 – SEPTEMBER 30, 2014 LEASED PROVIDER

1. All general rules in Conditions of Use - Reservations (Section III) are applicable.
2. Wading Pool Guidelines
 - a) Baby pool may be rented under the conditions that the rental date is during the seasonal hours of operation for the wading pool.
 - b) Only children age six and under are allowed in the wading pool.
 - c) An additional staff member is required in order to effectively staff both pools, making the staff a minimum of 3 guards for rentals over ½ hour.
3. Staff Guidelines for rentals *up to* 1 hour
 - a) Two staff members are necessary for all rentals with an attendance number of up to 50 people, reserving the big pool only.
 - b) Three staff members are necessary for all rentals with an attendance number of up to 50 people, reserving the big pool and baby pool.
 - c) Three staff members are necessary for all rentals with an attendance number from 50 to 75 people, reserving the big pool only.
 - d) Four staff members are necessary for all rentals with an attendance number from 75 to 250 people, reserving the big pool and baby pool.
 - e) Anything over 1 hour automatically requires 3 lifeguards.
4. Other Guidelines
 - a) One adult per ten (10) children, (child: under the age of 16 years, but over 5 years of age), must be provided by the rental group for the large pool. One adult per child in the water is required for ages 6 months to 3 years for the small pool. In addition, children 4 to 5 years using the small pool must have an adult at least on the deck.
 - b) All rental groups must receive an orientation regarding pool rules and regulations before entering the pool.

c) Schools, day camps, organizations or private individuals renting the pool facility or utilizing public swim at the pool facility must submit 1) permission slips allowing each child to swim in the Sierra Madre Aquatic Center, 2) a certificate of general liability insurance naming the City of Sierra Madre as an additional insured from a California admitted insured carrier with an AMBest financial rating of A8 or better in the amount of \$1,000,000, 3) a signed copy of the Pool Rental Policies.

d) Compensation of each lifeguard is the responsibility of the renter in addition to applicable fees. A City emergency medical technician (E.M.T) is required on site for groups exceeding 200 persons, at a minimum of four hours of service. Compensation of an E.M.T. is the responsibility of the renter, rate per hour, in addition to applicable fees.

e) Alcohol is not permitted for any Pool rental.

XIII. ATHLETIC FIELD PERMITS

1. The City has an access and use agreement with Sierra Madre Girls Softball, Sierra Madre Little League, Sierra Madre Pony and AYSO Region 2. The agreement includes use of Heasley Main Field, Heasley Batting Cage, Heasley T-Ball Field and Dapper Field.
2. Requests for Athletic Field Permits can be requested however, space is limited and may not be available.

XIV. ~~COMMERCIAL~~COMMERCIAL USE FOR PARKS AND FACILITIES

1. Requests for commercial use of parks and facilities will be granted only for businesses and individuals possessing a current City of Sierra Madre Business License and meeting all other policy requirements.
2. To obtain a permit for commercial use, a facility application must be completely filled out, proof of liability insurance and separate endorsement page and a copy of a current City Business License must be submit before approval. In addition, all fees are due and payable at the time of the application.
3. Parks and Facilities will not be available for commercial purposes concurrent with any City program or, sponsored City program unless approved in the Special Event Permitting process, and must not conflict with other programs nor impede or eliminate drop-in public usage of parks.
4. All unauthorized commercial use of City parks and facilities violates Sierra Madre Municipal Code, 12.24.100 - Restricted areas and uses: Use any portion of a public park or recreation facility for personal profit, private business or enterprise or to provide for any sale or service to others without specific written permission and

authorization from the parks and recreation commission or its authorized representative. ~~is prohibited. is prohibited.~~

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XV. BANNER RESERVATIONS – STREET BANNERS

1. Banners will be displayed on the “poles” located at the corner of Baldwin Avenue and Sierra Madre Boulevard.
2. Banners should be professionally made and must be designed as specified in the application. Sample specifications are available upon request.
3. Applicable fees for banner hanging are per week Monday through Sunday. If requested dates are not available or the application is not approved, the application will be returned with applicable fees. Fee waivers are not granted for display of banners.
4. One banner per event or group, per week is permissible.
5. The City is not responsible for the storage of banners ~~or damages to banners.~~ ~~damages to banners.~~ Banners may be retrieved from the Community Services Department on Monday, following the last week of display.
6. Applicants should deliver their banner to the Community ~~Recreation Center~~ ~~Services Department~~ at ~~611 E~~ ~~232 W~~. Sierra Madre Boulevard. Banner must be delivered by 10:00 a.m. on the Thursday proceeding the week it is to be displayed.
7. Permission to use the banner poles will be on a priority basis, based on the date of filing the application. Banners shall be limited to advertising community events of a non-profit nature, sponsored by non-profit (as stated by the City’s non-profit guidelines), or similar community organizations. A maximum of four banner permits may be approved for any single organization per calendar year.

- i. Size: 25’ x 3’
- ii. Weight: 13 ounce minimum weight per sq. yard
- iii. Material: Canvas or Vinyl Reinforced Fabric

XVI. BANNER POLE RESERVATIONS - DOWNTOWN DISTRICT STREET LIGHT POLE

1. Banners will be displayed along the light poles fitted for street banners along on Sierra Madre Boulevard between Lima Street and Baldwin and Baldwin between Suffolk and Montecito Avenue.
2. Banners should be professionally made and must be designed as specified in the application. Sample specifications are available upon request.
3. The City is not responsible for the storage of banners ~~or damages to banners.~~

~~damages to banners.~~ Banners may be retrieved from the Community Services Department on Monday, following the last week of display. Banner must be delivered by 10:00 a.m. on the Thursday proceeding the week it is to be displayed. Banners should be delivered to the ~~Community Recreation Center~~[City Hall](#) at ~~232644 W.E.~~ Sierra Madre Boulevard.

4. Permission to use the banner poles will be on a priority basis, based on the date of filing the application. Banners shall be limited to advertising community events of a non-profit nature, sponsored by non-profit (as stated by the City's non-profit guidelines), or similar community organizations. A maximum of one street light pole banner permits may be approved for any single organization per calendar year.

Size: 24-30' wide x 60-96' long
Material: Canvas or Vinyl Reinforced Fabric

XVII. SPECIAL EVENTS

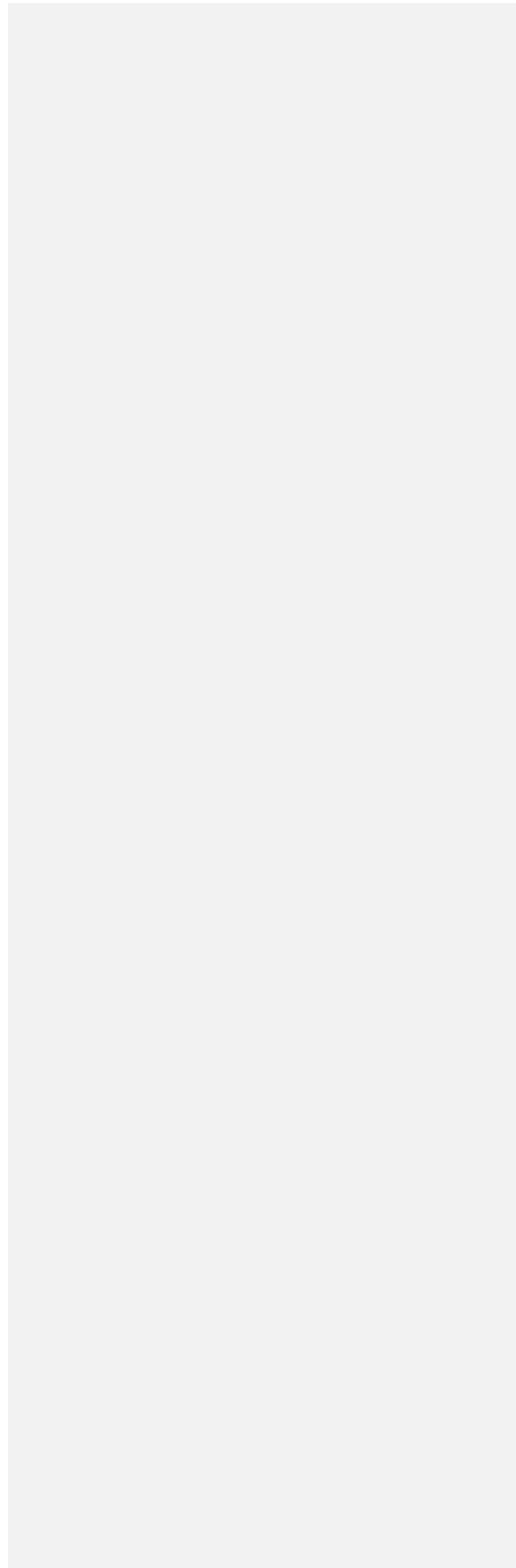
Events in excess of 200 attendees as well as sporting events, carnivals and circuses may require any and all of the following, as determined by the Community Services Manager or designee, based on the nature of the event:

1. A Temporary Use Permit / Special Event Permit
2. Additional approvals from other City Departments
3. Liability insurance and separate endorsement page in the amount determined by the City's Risk Manager
4. A hold harmless agreement and certificate of workers compensation
5. Additional staffing at the applicant's expense
6. The applicant and/or event contact person must arrange a pre-event site walk-through meeting at the reserved site at least fourteen (14) working days prior to the reserved date. Caterers and other special event coordinators should also attend the site meeting. -Failure to complete a site meeting could result in event cancellation and forfeiture of fees and deposits.

XVIII. VENDORS

Individual or businesses displaying or selling items, or providing a service (including bounce houses, mobile food trucks, caterers in relationship to a reservation), must be licensed to conduct business activity in Sierra Madre and must provide proof a current City of Sierra Madre Business License or purchase one. Contact the City of Sierra Madre Finance Department at (626) 355-7135 for information regarding securing a Business License. -The event applicant is responsible

for submitting proof of a Business License(s) to the on-site meeting contract or event coordinator designee at the time of the permit. Due to the nature of the service or items being displayed or sold, proof of liability insurance and Los Angeles County Health Department permits may be required.



CITY OF SIERRA MADRE PARK VEHICLE ACCESS POLICIES

GENERAL PROCEDURES:

1. The City of Sierra Madre requires permits for vehicle access to City parks beyond the boundaries of the parking lots.
2. This permit is for loading and unloading **ONLY**. No parking is allowed on City parks.
3. A request for a Vehicle Access Permit must be made in person to the Community Services Department no later than 5 working days prior to the date of access.
4. The City retains the right to revoke, withdraw, or change any portions or parts of this policy.

GENERAL RULES AND REGULATIONS:

1. **THE PERMIT HOLDER IS RESPONSIBLE FOR THE REPAIR OF ALL DAMAGE TO THE PARK AND TRAIL SYSTEM CAUSED BY HIS/HER VEHICLE ACCESS.** Any damage observed to turf, trees, other vegetation, asphalt trails, or park-related appurtenances will be reported verbally and in writing to the permit holder. The City of Sierra Madre shall have authority to determine ways and means of any park repair, and the permit holder shall be financially responsible for repairs.
2. The permit must be in the possession of the permit holder at all times when vehicle access is gained to the park.
3. All permits shall be revocable and shall not be considered a lease.
4. Permits are non-transferable and restricted to the approved dates and times.
5. The permit holder shall agree to indemnify the City against any and all liability and any and all damages to any person or persons as a result of the vehicle access.

VEHICLE ACCESS PERMIT APPLICATION

Contact Person: _____

Phone: (Home) _____ (Work) _____

Address (Street, City, State, Zip): _____

Park Access:

Facility Name: _____

Days: _____ Times: _____

Purpose for access:

Vehicle (s):

Make: _____ Model: _____ Year: _____

License Plate #: _____

Make: _____ Model: _____ Year: _____

License Plate #: _____

Insurance Company Name: _____ Policy Number: _____

I understand and agree that I will assume all responsibility for any damage to the City of Sierra Madre park property caused by vehicle(s) access of park property. I further certify that I have read and understand the rules and regulations entitled "Park Vehicle Access Policies" and will be responsible for ensuring they are followed.

Signature of Applicant

Date

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